



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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COMMISSIONERS

Ethridge A. King, Jr.
Larry W. Ward
Charles J. Marquardt
Thomas Stohlman

EXECUTIVE DIRECTOR

Tanya L. Ford

ASSISTANT DIRECTOR

Lesley Waxman

BOARD OF ELECTION COMMISSIONERS MEETING Minutes of August 14th, 2024

The meeting was called to order at 4:00 PM on August 14th, 2024, via Zoom, Present were Commissioner King, Commissioner Marquardt, Commissioner Stohlman, Commissioner Ward, Executive Director Tanya Ford, and Assistant Director Lesley Waxman.

Roll Call:

Commissioner King	Present
Commissioner Marquardt	Present
Commissioner Stohlman	Present
Commissioner Ward	Present

I. PUBLIC COMMENT

John Hawkinson noted that the minutes did not accurately reflect his sentiment of waiting until everyone was in the meeting. He also stated Commissioner King did wait until all participants were present for today's meeting.

Motion: To close Public Comment

Moved by Commissioner King
Seconded by Commissioner Stohlman

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

Passed 4-0

II: MINUTES

Motion: To accept the minutes of August 7th with corrections.

Moved by Commissioner King
Seconded by Commissioner Stohlman

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

III. Reports

1. Executive Director's Report

- Will talk about Advance Processing procedures during old business.

2. Assistant Director's Report

- Ms. Waxman reported as of August 13th, there were 14,557 EV ballots mailed, 2,607 EV ballots received and accepted, 615 absentee ballots sent, and 177 absentee ballots received and accepted.
- Ms. Waxman reported Mass Senior Action Council would like for a commissioner to speak about voter registration, early voting and voting by mail. Commissioner Stohlman agreed to attend. Commissioner King agreed to join him.
- Ms. Waxman stated poll worker training is live as of last Monday. She noted commissioners should let their workers know how to log in. Also, she asked commissioners to review list of poll workers to be sure everyone is on the list and if commissioners are adding workers to please inform her and Catiria so that workers get added to the training lists and database. Commissioner King asked what the deadline is if workers do not complete training by that they cannot work. She stated August 30th. She suggested that workers get reminded via emails. Ms. Ford asked if some people who said they were coming to training did not show up. Commissioner Stohlman said yes. Ms. Ford suggested to reach out to those individuals to encourage online training. Ms. Waxman stated she sent an email to everyone who had an email address.

Commissioners' Reports

- Commissioner Marquardt reported he and Commissioner Stohlman did AutoMark testing. Stated it went well. There were three machines that need additional attention.
- Commissioner Stohlman reported the City Solicitor stated we can keep a calendar. However, she stated we cannot discuss how to do it outside of a public meeting. He agreed to try to come up with an effective way to come up with a calendar to which we can all contribute. He noted that the calendar would be available for public viewing but not for the public to be able to change it. Commissioner King questioned if we could discuss if it is on the intranet or internet. Commissioner Stohlman clarified that it cannot be discussed outside of a public meeting. It is not considered a meeting to contribute to a calendar. It is considered a meeting to create the calendar. Commissioner King asked where the calendar will "live". Commissioner Stohlman suggested it lives online. Commissioner Ward asked if the calendar would have to be on the city website. Commissioner Stohlman will ask the City Solicitor if it has to be on the city website and if it must reside in public view.

IV. Action Agenda

Old Business

- Advance Processing
Commissioner Marquardt sent a draft of a calendar schedule for advance processing. He will create a draft for the office and commissioners. Commissioner King asked what dates will advance processing happen. Ms. Ford stated August 26th-30th, approximately 9 a.m. Advance Removal will occur from August 26th-August 29th. Advance Deposit (when ballots that have been checked in on the poll pads are put through the high-speed scanner by LHS) will happen on August 30th, at 344 Broadway, City Hall Annex in the second floor conference room. One of the commissioners will need to escort the ballots back and forth in the morning, during the day and at the end of the day. Commissioner King asked when the information is needed back. Commissioner stated ASAP so that we can share the schedule with the staff. Commissioner Stohlman asked for clarification of when it

begins. Ms. Ford reiterated the schedule, adding to come at 8:45 a.m. for whomever is escorting the ballots. Commissioner Stohlman asked what happens if you have an early voting site and need to drop materials. Commissioner King stated commissioners help each other out with drop off. Ms. Ford and Ms. Waxman pointed out early voting starts at 8:30 a.m. which would be enough time to get back for a 9 a.m. Advance Processing start. Commissioner Marquardt offer to help transport ballots in the morning to keep a timely schedule. Commissioner King noted to tell Commissioner Marquardt when you are NOT available so he can put together a schedule. Commissioner Stohlman asked for an explanation of the activities. Commissioner Marquardt explained Ballot packing happens around 9 a.m for a half day. Ms. Waxman determines how many ballots and which ballot styles are needed for each polling location. We start at 1-1 and go to 11-3. Ballot are then placed in ballot carriers with stickers placed on each as voted and unvoted. They are then married together so that the voted ballot carrier is holding the unvoted ballot carrier that has all the ballots. They are sealed and the number of ballots provided are listed on the clerk sheet so they are ready to go. Commissioner Marquardt explained it generally takes from 9 a.m. to 11:30 a.m. It takes longer in the primary due to having three ballots for three parties. The general election is faster is there are no party ballots. Ms. Waxman noted it took longer in March, which the process will be the same this time around.

- Election night meeting will start at 8:30 p.m. Ms. Waxman suggested scheduling a provisional ballot meeting the next day. The meeting is set for September 4th, at 3:30 p.m. in-person at 51 Inman Street, Second floor. Commissioner Stohlman asked if the public is allowed to observe advanced processing of ballots meeting. Ms. Ford answered yes.

Statement of Financial Interest

- Ms. Waxman reported there has been no changes since last week. Commissioner Marquardt sent emails with no returns from anyone.
- Commissioner King noted no one has returned his calls for designated health care voting. Ms. Waxman requested to be informed when dates are scheduled so materials can be ready. She noted that the deadline for registering new people is a week and a half away.

V. New Business

Ms. Ford asked if everyone received their voter guide. Commissioners Marquardt and Stohlman said yes.

Next meeting August 21st, at 5:30 pm via zoom.

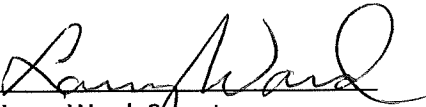
Motion: To adjourn the meeting at 4:44 PM.

Moved by Commissioner King
 Seconded by Commissioner Stohlman

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

Passed: 4-0
 A True Record

Attested by: 
 Larry Ward, Secretary